

IDAHO STATE BOARD OF REGISTRATION FOR PROFESSIONAL GEOLOGIST

AGENCY STRATEGIC PLAN

For Fiscal Years Ending June 30, 2004-June 30, 2005

Signed:

Helen Harrington, Secretary

Approved:

Dr. Paul K. Link, Board President

IDAHO STATE BOARD OF REGISTRATION FOR PROFESSIONAL GEOLOGIST

MISSION STATEMENT

The Board regulates the professional conduct of Professional Geologists through the adoption of rules and the enforcement of statutes regarding qualifications, professional ethics and conduct for all professional geologists registered in the state of Idaho.

VISION STATEMENT

The Board promotes competency and excellence in the field of geology.

STRATEGIC PLAN

The Idaho State Board Of Registration For Professional Geologists is a self-governing regulatory board authorized under Chapter 28, Title 54, Idaho Code. All costs associated with operating the Board are paid from fees collected by the Board. The board shall consist of five (5) members, who shall be appointed by the governor and shall have the qualifications required by section 54-2804, Idaho Code. The board shall be comprised of members representing at least three (3) of the following categories: academic geologists, government geologists, salaried company geologists and independent or consultant geologists. Members of the board shall be compensated as provided by section 59-509(n), Idaho Code.

The board is charged with the following:

- * To safeguard life, health, and property, and to promote the public welfare, the practice of geology in this state as prescribed by Idaho Code, Chapter 28, Title 54.
- * To determine the qualifications of persons applying for registration as a Professional Geologist.
- * To prescribe, administer, and maintain security of examination of applicants applying for registration as a Professional Geologist.
- * To collect fees and charges.
- * To execute and issue Geologist-in-Training (GIT) and Professional Geologist (PG) registration upon the grounds and in the manner prescribed by Idaho Code, Chapter 28, Title 54.
- * To make rules and regulations to carry out the intent and purposes of the Idaho Code, Chapter 28, Title 54.
- * To conduct investigations and hearings.
- * To administer other provisions of Idaho Code Chapter 28, Title 54.

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EXTERNAL FACTORS/CHALLENGES

1. REGISTRATION

To continue to issue GIT and PG registration to those applicants who meet all requirements and conditions:

Objective 1.1

To review all applications for registration as appropriate.

Strategies:

Continue to review and issue of GIT registration(s) within an average of 10 days from the date of receipt by FY 2004 and annually thereafter.

Continue to process those applications for PG registration within an average of 10 days from date of receipt by FY 2004 and annually thereafter.

OUTCOME: Applicants meet all requirements of the law.

OUTPUT: Number of applications filed.
Number of days elapsed for application processing, by type.
Acknowledgement letter issued.
Number of application denied for certification.

Objective 1.2

To expand the visibility of the board and educate State of Idaho agencies to the incorporation of registration requirements in requests for proposal (RFP's) and contracts for geologic work.

OUTCOME: Geological work is preformed in the manners set forth by Idaho Code Title 54, Chapter 28.

OUTPUT: Number of employed registrants directly related to awarded RFPs released by the State of Idaho.

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Objective 1.3

To work with the State of Idaho Division of Human Resources in the development of class specifications.

OUTCOME: Compliance with Statutes and Rules.

OUTPUT: Number of registrants employed as geologists by the State of Idaho.

2. EXAMINATION

Administer the fundamentals and principles and practice examinations in a manner that meets all requirements of the law while promoting efficiency and economy.

Objective 2.1

Administer two examinations per year.

Strategies:

Continue to process applications for registration or examination within 5 days of receipt by FY 2004 and annually thereafter.

Continue to notify applicants of the requirements, date, time and place of the examination 30 days prior to the examination.

Continue to provide for the safekeeping of all examinations, transcripts, and notes.

Continue to issue pass/fail notices within 10 days receipt of examination results.

OUTCOME: Individuals registered as Professional Geologists in the State of Idaho will have the highest standard and qualifications.

OUTPUT: Number of applications filed.
Number of reviews for completeness.
Number of acknowledgments and receipt of application.
Number of applicants that passed/failed the Fundamentals of Geology examination.
Number of applicants that passed/failed the Principles and Practice examination.

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3. ENFORCEMENT

Objective 3.1

The Board will develop policies and processes to uniformly respond to complaints regarding non-registered geologists practicing in Idaho, or unacceptable work performed by registered Idaho geologists.

Strategies:

- * The Board will review how complaints have been previously handled, and compare Board response to complaint outcomes to evaluate effective processes.
- * The Board will consult with the Idaho Attorney General's Office to verify that processes conform to Idaho statutes.

OUTCOME: Uniform response to complaints will increase protection for the health and welfare of Idaho citizens regarding geologic issues.

OUTPUT: Prepare written guidelines for responding to complaints during fiscal year ending June 30, 2005. Review written guidelines annually.

Objective 3.2

The Board will promptly respond to complaints about non-registered geologists practicing in Idaho, or unacceptable work performed by registered Idaho geologists.

Strategies:

- * Develop a log of complaints to track the progress of complaint response.
- * The Board Chairman shall assign a Board member to investigate each complaint.
- * The investigation shall be completed within 15 days of assignment.
- * The Board Secretary will prepare a written response to the complaint, for review by the Attorney General's Office.
- * The written response to the complaint will be mailed or otherwise delivered within 15 days of Attorney General office review.

OUTCOME: Prompt response to complaints will protect the life, health and property and promote the public welfare of Idaho citizens, and assist in ensuring that subjects of complaints receive equal treatment.

OUTPUT: Complaint Log kept in Board office, updated regularly by Board staff.

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4. INTERNAL FACTORS/CHALLENGES

Objective 4.1

The Board will use all State Controllers and Department of Administration policy and procedures as guidelines for effective agency assurances.

Strategies:

The Board will begin use of the State Controllers and Department of Administration on-line policy and procedures beginning FY05 and review as needed.

The Board will continue use of the State of Idaho STARS system for accounting purposes.

The Board will continue to update its web-site.

OUTCOME: The Board of Professional Geologists will have the highest standards, qualifications, decrease its at-risk liabilities, and provide support staff with professional guidance.

OUTPUT: Decrease number of Legislative audit findings.
Establish consistencies for Board Members and support staff.

Objective 4.2

The Board will comply with all new mandatory requirements such as Information Technologies (IT) plan, Recovery Plan, and SIEC surveys

OUTCOME: Alignment with Department of Administration Recommendations for all agencies.

OUTPUT: Decrease at Risk Liabilities.